

Ellis Guilford School

Freedom of Information Publication Scheme

Reviewed: January 2016
Next Review: January 2018

1. Introduction

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is listed in the classes of information mentioned below.

The scheme commits the school:

- To publish or otherwise make available, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To publish or otherwise make available, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made available.
- To make this publication scheme available to the public.

2. Classes of information

2.1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure.

2.3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.5. Lists and registers

Information held in registers required by law.

2.6. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available

The School will indicate clearly to the public what information is covered by this scheme.

Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the information should be sought by enquiry (email, post or in person) to the school.

In certain circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where there is a legal requirement to translate any information, it will be done.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are on the relevant website.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.